



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, NATIONAL TRAINING CENTER & FORT IRWIN
FORT IRWIN, CA 92310-5000

AFZJ-CG

29 November 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NTC Policy Letter 36, Command Supply Discipline Program (CSDP) Guidance

1. PURPOSE: To establish a Command Supply Discipline Program for Fort Irwin and the National Training Center (NTC). The CSDP will establish accountability and reporting procedures required to identify supply issues in order to improve the accountability and maintenance of MTOE, TDA and personal equipment.

2. APPLICABILITY: This policy applies to all Fort Irwin tenant units as well as Supply Support Activities supporting tenant units and rotational units.

3. REFERENCES:

- a. AR 710-2, Supply Policy below the National Level, 8 July 2005.
- b. AR 735-5, Policies and Procedures for Property Accountability, 28 February 2005.

4. GENERAL: The Command Supply Discipline Program (CSDP) is the Commanding General's program to assist subordinate commanders, directors, and supervisors in carrying out supply system responsibilities from the user through command levels. The CSDP establishes command, supervisory and managerial responsibilities to meet regulatory requirements and to verify tenant units are adhering to Army supply and accountability standards. CSDP is the precursor to rewarding excellent performance by recognizing and nominating exceptional activities through the FORSCOM Supply Excellence Award (SEA) program.

5. OBJECTIVE:

- a. Accomplish care, safeguard, storage, and maintenance of equipment and supplies. Accomplish 100% property accountability, proper use, care, custody, safekeeping, and disposition of all government property entrusted to units and individuals.
- b. Establish Supply Discipline regulatory guidance.
- c. Establish and standardize supply discipline requirements for all Fort Irwin tenant units.
- d. Accomplish compliance with NTC, FORSCOM and HQDA policies and procedures.
- e. Identify and process excess property.

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f. Eliminate and prevent any waste, fraud, and abuse throughout the installation.

g. Improve overall Command Asset Visibility (AV) while enhancing modularity and transformation initiatives.

6. RESPONSIBILITIES:

a. Assistant Chief of Staff, G4.

(1) Provide NTC and FT Irwin staff proponentcy for CSDP.

(2) Provide policies and procedures establishing the CSDP Inspection program; include team structure and personnel requirements for inspection team members provided by MSCs as tasked by the G3

(3) Publish evaluation procedures/check sheets for the NTC and Fort Irwin MSCs.

(4) Oversee and manage the NTC and FT Irwin CSDP inspection program. Conduct annual MSC Headquarters CSDP inspection visits, including a minimum of one battalion and two company equivalent organizations. Develop an annual inspection schedule de-conflicted with rotational support requirements and published through the G3.

(5) Results of the CDSP inspection program visits will be briefed in the Quarterly R&A.

(6) Identify installation and MSC systemic supply related issues and recommend/ implement corrective action(s). Coordinate as appropriate with MACOM/FORSCOM for additional resources as required to address CSDP deficiencies.

(7) Establish and publish requirements for CDSP Monitors to serve as the POC for each level of command from NTC and FT Irwin to company for CSDP implementation and execution.

(8) Conduct follow-up inspections as needed to ensure corrective actions are taken against deficiencies identified in previous CSDP.

b. Major Subordinate Commands (MSCs) will:

(1) In accordance with AR 710-2, Appendix B, develop and implement an aggressive CSDP for their unit/agency.

(2) Support and comply with CSDP policies and procedures established by the NTC and FT Irwin G4.


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- (3) Provide CSDP Inspection Team members as tasked by the G3, IAW the G4 policy.
- (4) Develop addendums as necessary to tailor G4 CSDP evaluation checklists to individual units.
- (5) Conduct mandatory CSDP evaluations down to company/troop/battery level IAW AR 710-2. Conduct evaluations within 90 days following any change of primary hand-receipt holders.
- (6) Ensure that school-trained/MOS-qualified supply personnel are assigned to and work in supply positions.
- (7) Provide CSDP Monitors IAW G4 Policy.

7. PROCEDURES:

- a. The ACoFS, G4 is appointed as the CSDP Proponent for development and implementation of CSDP Policies at NTC and Fort Irwin, and is the primary point of contact for program policy.
 - b. Each MSC and Fort Irwin tenant unit will support and comply with CSDP Policies and G4 guidance.
 - c. G-4 will accomplish annual CSDP compliance inspection visits to NTC and FT Irwin MSCs. Compliance verification is accomplished by a composite team of experts as determined by the G4 and tasked to MSCs by the G3. All compliance inspection visits will begin with an in-brief to MSC command and end with a command out-brief. At a minimum, the MSC, one battalion equivalent and two company equivalent organizations will be inspected for compliance. The annual schedule will identify the MSCs inspection dates. The MSC subordinate units scheduled for inspection will be identified during the visit in-brief. Re-inspection visits will be scheduled as necessary. Compliance inspection visit results will be included in the Commanding General's Quarterly R&A.
8. The proponent for this policy is the NTC and FT Irwin G4 office; telephone (760) 380-6500.


ROBERT W. CONE
Brigadier General, USA
Commanding